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CHULA VISTA REDEVELOPMENT AGENCY

REQUEST FOR QUALIFICATIONS & PROPOSALS



2009-2011 US EPA COMMUNITY-WIDE BROWNFIELDS ASSESSMENT GRANTS

RFQ/P Circulation Period:	July 25, 2008 - August 20, 2008
Grantee:	Chula Vista Redevelopment Agency
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REDEVELOPMENT AGENCY OF THE CITY OF CHULA VISTA

REQUEST FOR QUALIFICATIONS/PROPOSALS COMMUNITY-WIDE BROWNFIELDS ASSESSMENT

I. INTRODUCTION

The Redevelopment Agency of the City of Chula Vista is soliciting this Request for Qualifications/Proposals (RFQ/P) in connection with a Community-wide Brownfields Assessment Grant funded by the United States Environmental Protection Agency (EPA). The Chula Vista Redevelopment Agency was selected to receive a \$400,000 combined assessment award from the EPA in May 2008. This award is intended to be evenly split between sites having petroleum-based substances and those with hazardous substances, with the ultimate goal of stimulating the clean-up and redevelopment of brownfield sites in the City. The work at this stage of the grant will entail: (1) Development of a detailed inventory of contaminated sites within the Southwest portion of the City of Chula Vista; (2) Selection of sites for Environmental Site Assessment (ESA); and (3) Completion of Phase I ESAs on selected sites. A separate RFQ/P will be prepared and advertised for subsequent Phase II ESAs and cleanup planning. This RFQ/P provides specifications and requirements for prospective applicants to complete a proposal with cost estimates for services. **Proposals are due no later than Wednesday, August 20, 2008.**

II. SITE DESCRIPTION

CITY OF CHULA VISTA

Incorporated in 1911, the City of Chula Vista is located minutes from downtown San Diego and the U.S.-Mexican border and has convenient access to the region's cultural, recreational, educational, and business opportunities. Chula Vista is one of the fastest growing cities in the nation and San Diego County's second largest municipality. The City's resident population increased over 30% between 2000 and 2007 to just over 227,723. The city boundaries encompass approximately 52 square miles of land area from the San Diego Bay eastward to Otay Lake and include most of the land between Sweetwater River to the north and the Otay River to the south.

STUDY AREA

The primary area of focus for the Community-wide Brownfields Assessment is approximately a seven-square mile area in the southwest quadrant of the City of Chula Vista, a portion of which is located within existing redevelopment project areas (see attached map). The boundaries of the study area are not rigid at this time, and in no way preclude the incorporation of additional properties outside of the immediate seven-mile area. Southwest Chula Vista is bound by sensitive habitats on two sides – San Diego Bay to the west and the Otay River Valley to the south – and contains some of the most economically challenged neighborhoods in Chula Vista where redevelopment project areas, federal Community Development Block Grant Areas, and state Enterprise Zones all overlap. Southwest Chula Vista is currently developed with a multitude of small and irregularly sized parcels

and industrial uses, including plating shops, auto repair shops, tire shops, auto wrecking yards, recycling operations, outdoor auto storage, and similar uses. There are several known illegal or unpermitted disposal facilities located adjacent to the Otay River. There is a long history of dumping along the River and it is anticipated that a community-wide assessment would identify many more such sites. Abundant brownfields sites in Southwest Chula Vista present both serious health risks to surrounding residents and environmental risks to sensitive habitats in the Otay River Valley. Sensitivity to the ecological and human needs of the area, and experience with outreach in a diverse community, will be important qualifications in the selection process.

AREA HISTORY, OPPORTUNITIES, AND CHALLENGES

Most of today's land use patterns in Southwest Chula Vista historically evolved under County jurisdiction when the area was unincorporated. In 1985, voters approved the annexation of 3.9 square miles of unincorporated territory, known as the Montgomery Area, to the City of Chula Vista. It was the third attempt by the City to annex the area. The transition of territory this large from County to City jurisdiction generally requires a lengthy process of upgrading public facilities (e.g., roads, parks, libraries) and municipal services (e.g., fire, police, street sweeping, code enforcement) to City standards. The process can take years, as it has in the Montgomery Area, and can often result in or involve public trust issues between long-time community members (property/business owners, residents) and the annexing city. It is also common for property owners in annexing areas to prefer to remain in County jurisdiction since land use regulations in unincorporated territories tend to be more relaxed. Inversely, some property owners seek out annexation to gain access to higher levels of municipal services and infrastructure standards to help increase business activity and property value or address access issues to/from their property. Southwest Chula Vista is still experiencing transition and will continue to present opportunities and challenges for economic development and redevelopment.

Implementation of the Community-wide Assessment Grant will require Agency staff and consultants to be both aware and sensitive to the history of Southwest Chula Vista. That awareness and sensitivity will be especially critical when working to partner with property and business owners during this early stage of the Grant.

SOUTHWEST UNITED IN ACTION

The primary vehicle for community outreach and involvement for this EPA Grant will be an existing community building effort in the study area known as Southwest United in Action ("SUA"). SUA is a community-based effort that's currently led by the City with the purpose of creating networks in Southwest Chula Vista that build new partnerships, create understanding of community priorities, and attract and leverage resources for community benefit. (See attached flyer.) One of nine key priority areas of the community that have been identified through the SUA process is "Health and Safety." Agency staff is anticipating that a representative focus group of residents, businesses, and other stakeholders will be formed to address "Health and Safety" issues in Southwest Chula Vista. The Community-wide Brownfields Grant would be an important topic for discussion within such a group.

III. OBJECTIVES AND SCOPE

A detailed outline of all tasks that will be completed for the Grant can be found in the *Chula Vista Assessment Grants Preliminary Work Plan* (attached). Some tasks in the *Work Plan* will be completed by the consultant, while others will be the responsibility of Redevelopment Agency Staff or future consultant contracts. The tasks and responsibilities covered by this particular RFQ/P are summarized below.

TASK 2: CONDUCT A COMPREHENSIVE AREA-WIDE INVENTORY OF CONTAMINATED PROPERTIES IN SOUTHWEST CHULA VISTA.

2.1 After working collaboratively with redevelopment agency staff to develop criteria for site selection, prepare an area-wide inventory of eligible sites for further assessment.

2.2 Translate the results of the area-wide inventory into a data format that can be integrated with the City's existing Geographic Information Systems (GIS) software and filtered according to a variety of potential ranking factors (e.g., location in redevelopment area, estimated level of contamination). All data will need to be correlated to the correct Assessor Parcel Number (APN) by the consultant in order to facilitate this GIS integration. Any GIS data layers submitted to the Agency/City will be constructed in a recognized GIS format, preferably an ESRI format such as a Shapefile, Personal Geodatabase, or File Geodatabase. All GIS layers must also be submitted in State Plane Coordinate System NAD83 (Zone 6).

Deliverables:

- Community-wide inventory (formatted for GIS integration)

TASK 4: ASSIST REDEVELOPMENT AGENCY STAFF IN DETERMINING WHICH SITES SHOULD BE SELECTED FOR PHASE I ENVIRONMENTAL SITE ASSESSMENTS (ESA), FACILITATE EPA APPROVAL OF SITES FOR ELEGIBILITY, AND CONDUCT PHASE I ESAs ON SELECTED SITES.

4.1 Work collaboratively with property owners, community stakeholders and Redevelopment Agency Staff to develop criteria for the selection of sites for Phase I ESAs.

4.2 Using this criteria, work collaboratively with property owners, community stakeholders, and Redevelopment Agency staff to select 12-15 petroleum sites and 12-15 hazardous substances sites for Phase I ESAs.

4.3 Assist and advise the Agency in its efforts to reach out to owners of contaminated properties, helping the Agency to engage property and business owners as cooperative allies in the early stages of the site assessment process. The Agency and consultant will be required to comply with EPA's All Appropriate Inquiries (AAI) final rule.

4.4 Produce a final report summarizing inventory results and relating the data to risks to human health and the environment. This report will also explain the rationale behind the selection of sites for Phase I Environmental Site Assessment.

4.5 Prepare Property Profile Forms for all selected sites for EPA review and approval as eligible sites under the Grant.

4.6 Conduct Phase I ESAs on all approved sites in accordance with EPA's All Appropriate Inquiries (AAI) Final Rule.

Deliverables:

- Document establishing criteria for Phase I site selection
- Final report summarizing selected sites with selection rationale provided
- Phase I AAI reports for selected properties

TASK 8: PREPARE REGULAR REPORTS THE AGENCY IS REQUIRED TO SUBMIT TO EPA FOR COMPLIANCE WITH THE CONDITIONS OF THE GRANT, INCLUDING ANY PROJECT-SPECIFIC REPORTING REQUIREMENTS SPECIFIED BY THE AGENCY'S EPA PROJECT OFFICER.

8.1 Prepare regular reports the Agency is required to submit to EPA on a quarterly or as-needed basis. Reports will include, but are not be limited to, Quarterly Progress and Budget Reports, Property Profile Forms, MBE/WBE Reports, Annual Financial Status Reports, and all other forms and documents that the Agency must submit to the EPA for compliance with the conditions of the Grant.

8.2 Assist Agency compliance with EPA's new requirement for project and Property Profile Form data to be electronically inputted into the EPA's Assessment, Cleanup & Redevelopment Exchange System (ACRES) database.

Deliverables:

- Quarterly Progress Reports
- Property Profile Forms
- Field reports, if applicable
- Annual Financial Status Reports (FSR), if applicable
- MBE/WBE Utilization Reports
- All other reports required by EPA

ADDITIONAL CONSULTANT RESPONSIBILITIES:

In addition to the above tasks and responsibilities, the Agency will be seeking consultant support to search for additional grant funding opportunities for the remediation of contaminated properties (e.g., EPA cleanup/RLF grants, DTSC grants, RWQCB grants, Proposition 1C monies). Depending on eligibility requirements, the Agency will seek consultant support in the preparation of applications for the procurement of these funds.

IV. SUBMITTAL REQUIREMENTS

All submittals should include the contents outlined on the following two pages of this RFQ/P with a cover letter attached. Submittals are due no later than **Wednesday, August 20, 2008 at 4:00 P.M.** Submittals received after the deadline will not be accepted. Five (5) complete sets of submittals should be prepared in accordance with this RFQ/P.

All submittals should be mailed or delivered to:

Chula Vista Redevelopment Agency
ATTN: Ken Lee, Principal Project Coordinator
276 Fourth Avenue
Chula Vista, CA 91910

A. QUALIFICATIONS

Submittals should include a section addressing the following consultant qualifications.

1. **Project Team:** Provide a complete listing of all staff who will be involved with the project, including biographies with education, relevant work experience, and associated pay rates for each team member. The Project Team should be consistent throughout the duration of the contract.
2. **Consultant Experience:**
 - a. **EPA Grants & Standards:** Provide a description of consultant experience, both for the company and the project team for this RFQ/P, with EPA brownfields grants and standards. As a new EPA grantee, the Chula Redevelopment Agency would benefit from a consultant with prior experience working on EPA grants. In particular, the submittal should address hands-on experience with AAI, including a summary of strategies used when working with private property owners to meet AAI requirements.
 - b. **Area-wide Inventories:** Provide a description of consultant experience, both for the company and the project team for this RFQ/P, conducting area-wide brownfields inventories, including information about which databases would be used in this process. The submittal should also describe different approaches that the company and team have implemented to selectively filter data to meet project-specific objectives.
 - c. **Remediation/Reuse Planning:** Provide an overview of consultant experience, both for the company and the project team for this RFQ/P, related to the remediation and reuse planning of brownfields sites, addressing experience with both hazardous waste and petroleum sites.
 - d. **Community Outreach & Involvement:** Provide a description of consultant experience, both for the company and the project team for this RFQ/P, working in minority communities and/or economically challenged communities. Provide details about experience working cooperatively with property and business owners on brownfields assessment and cleanup.

Specify who of the proposed project team members, if any, are English-Spanish bilingual.

3. **MBE/WBE Utilization:** The policy goal of the EPA's MBE/WBE Programs is to assure that minority business enterprises (MBE) and woman business enterprises (WBE) are given the opportunity to participate in contract and procurement for supplies, construction, equipment, and services under any EPA grant or cooperative agreement. Provide information about consultant's qualifications as they relate to the EPA's MBE/WBE Programs and Fair Share Goals.
4. **References:** Provide a list of at least three references that include cities that the consultant has successfully performed work for. The type and level of work should be relevant to the "Objectives and Scope" described in Section III of this RFQ/P, especially in relation to EPA grant funding and requirements. Provide contacts at each of the cities, including phone numbers and e-mail addresses. See attached form.

B. PROPOSAL

Submittals should include the following items as they relate to the Agency's "Objectives and Scope" as described in Section III of this RFQ/P.

1. **Proposed Approach(es):** Provide a description of the consultant's proposed approach(es) to successfully implementing and completing the tasks and responsibilities outlined in Section III of this RFQ/P.
2. **Property/Business Owner Outreach:** Provide a detailed description of the consultant's proposed strategies for conducting outreach to property and business owners of eligible sites, including initial contact with owners, message points about the Grant, and AAI compliance. The description should address how the Agency could work with property and business owners to develop criteria for selecting brownfields sites for Phase I ESAs under the Grant.
3. **General Community Outreach & Involvement:** Provide a detailed description of the consultant's proposed strategies for enhancing community education and awareness about brownfields, including health risks, without generating public fear about brownfields. The description should address how the Agency could work with residents and other stakeholders to develop criteria for selecting brownfields sites for Phase I ESAs under the Grant.
4. **Subcontractors:** Provide a list of all subcontractors required for this project, including which of the tasks and responsibilities would be completed by the subcontractors. Provide hourly or fixed rates that any such subcontractors would charge for work performed under the Grant.

C. BUDGET

Submittals should include a detailed budget proposal for completing each of the tasks and responsibilities that are described in Section III of this RFQ/P.

V. CONSULTANT SELECTION CRITERIA

A selection committee of Agency staff and/or other designated participants will review the proposals. The selection committee will invite the top firms to participate in an interview appraisal during early September. The selection committee will be looking for the most qualified firm based on their experience completing brownfields inventory and assessment according to EPA processes and guidelines. The following rating system will be used in evaluating proposals:

25% Experience/Technical Competence – The consultant’s prior experience and technical expertise in conducting area-wide brownfields inventory, developing site selection criteria, and conducting Phase I ESAs in accordance with AAI procedures. The Agency is particularly interested in the consultant’s prior experience conducting AAI with private property owners.

25% Cost – The consultant’s budget proposal for work to be performed with an emphasis toward an all-encompassing proposal that does not require subsequent studies or change orders.

20% Professional and Educational Background of Staff – Relevance of professional and educational background of staff to be assigned to project. We are particularly interested in the ability of assigned staff to communicate effectively with property owners and tenants who may be most comfortable speaking Spanish.

10% MBE/WBE – Documentation of compliance with the Six Affirmative Steps to meet the MBE/WBE “Fair Share” goals

10% Schedule – Proposed schedule to complete work within the timeframe set forth under the Agency’s *Assessment Grants Preliminary Work Plan*.

10% Responsiveness – The adequacy and accuracy with which the consultant responds to the required submittals of this RFQ/P.

CONSULTANT SELECTION SCHEDULE (TENTATIVE)

Distribute RFQ/P to Consultants	July 25
Submittals Due to Agency	August 20
Review of Submittals by Agency	August 20 - August 27
Interview of Finalists	September 1 - September 5
Selection of Consultant	September 9

VI. TYPE OF CONTRACT

The selected consultant must have the ability to enter into a standard two-party agreement with the City of Chula Vista and Redevelopment Agency (see attached). Submittal of a proposal in response to this RFQ/P shall indicate the consultant’s agreement to the terms and conditions of the attached standard two-party agreement.

The proposal shall be signed by an individual authorized to bind the consultant, and shall contain a statement to the effect that the proposal is a firm offer for a 90-day period. The proposal shall also provide the name, title, address and telephone number of individual(s) with authority to negotiate and contractually bind the company for a minimum 90-day period and who also may be contacted during the period of proposal evaluation.

This RFQ/P does not commit the Agency to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for services or supplies. The Agency reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or entirely this RFQ/P, if it is in the best interest of the Agency to do so. The Agency may require the selected proposer to participate in negotiations and to submit such price, technical, or other revisions of their proposals as may result from negotiations.

VII. CONTACT

Questions regarding the Grant and consultant selection process should be directed to:

Carla Blackmar, Project Coordinator
Chula Vista Redevelopment Agency
(619) 476-5355
cblackmar@ci.chula-vista.ca.us

By virtue of submittal, proposing consultant acknowledges agreement with and acceptance of all provisions of the RFQ/P specifications.

VIII. GENERAL INFORMATION SESSION

To provide all interested consulting firms the same level and type of information about the Agency's goals and objectives for implementation of the Grant, a general information session will be held by Agency staff at the following date, time, and location.

DATE & TIME: 3:15 - 4:30 PM on Wednesday, July 30, 2008

LOCATION: Chula Vista City Hall – 276 Fourth Avenue, Chula Vista, CA 91910
Administration Building #100, Executive Conference Room #103

IX. ATTACHMENTS

- Map of Study Area
- EPA Fact Sheet
- References Sheet
- Southwest United in Action Flyer
- Preliminary Grant Work Plan
- Standard Two-Party Agreement